

# AMC-Wide Management Directive (MD) 715-01 and

## DVAAP FY2006 Reports



**U.S. Army Materiel Command**

**9301 Chapak Road**

**Ft. Belvoir, VA 22060-5527**



NEED TO BE FASTER, MORE AGILE, LESS BUREAUCRATIC. NEED TO FIGHT THIS EVERYDAY.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**AMC MD-715-01 Part A - D**

**For period covering October 1, 2005, to September 30, 2006.**

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>Department of the Army</b>	
	1.a. 2 <sup>nd</sup> level reporting component		Army Materiel Command	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		9301 Chapek Road	
	3. City, State, Zip Code		Ft. Belvoir VA 22060	
	4. CPDF Code	5. FIPS Code	ARX2 8840	
	1. Enter total number of permanent full-time and part-time employees		52,172	
<b>PART B</b> Total Employment	2. Enter total number of temporary employees		627	
	3. Enter total number employees paid from non-appropriated funds		447	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>53,246</b>	
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Benjamin S. Griffin, General, U.S. Army, Commanding	
	2. Agency Head Designee		Benjamin S. Griffin, General, U.S. Army, Commanding	
	3. Principal EEO Director/Official Official Title/series/grade		Jean W. James , Director, GS-0260-15	
	4. Title VII Affirmative EEO Program Official		Terrian P. Hicks, EEO Manager	
	5. Section 501 Affirmative Action Program Official		Sonyia M. Smallwood, EEO Manager	
	6. Complaint Processing Program Manager		Sonyia M. Smallwood, EEO Manager	
	7. Other Responsible EEO Staff		Gregory Byard - EEO Manager	
			Dorothy Palmer-Grimes - Admin	
			Dennis Oden - AMC Fellow	
			Vergus Davis, Jr. - AMC Fellow	
			Robin Greiner - Admin	
			Lauri Cervantez - Executive Assistant	



**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF Codes	and FIPS
	HQ, Army Materiel Command, Ft. Belvoir, VA	ARX2	8840
	Army Aviation and Missile Life Cycle Management Command, Redstone Arsenal, AL	ARX6	3440
	Army Sustainment Command, Rock Island, IL	ARXC	1960
	Chemical Materials Agency, Aberdeen Proving Ground, MD	ARXB	0720
	Communications-Electronic Life Cycle Management Command, Ft. Monmouth, NJ	ARX8	7560
	Joint Munitions Command, Rock Island, IL	ARXQ	1960
	TACOM Life Cycle Management Command, Warren, MI	ARX7	2160
	Security Assistance Command, Ft. Belvoir	ARXP	8840
	Research, Development and Engineering Command, Aberdeen Proving Ground, MD	ARXR	0720
<b>EEO FORMS and Documents Included With This Report</b>			
*Executive Summary [FORM 715-01 PART E], that includes:	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		X
Brief paragraph describing the agency's mission and mission-related functions	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential		X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]		X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans		X
Summary of EEO Plan action items implemented or accomplished	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.		X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects		X
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	*Organizational Chart		X



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD 715-01 Part E**

**EXECUTIVE SUMMARY**

**Organizational Information:**

a. U. S. Army Materiel Command (AMC) is the Army's premier provider of materiel readiness -- technology, acquisition support, materiel development, logistics power projection, and sustainment -- to the total force, across the spectrum of joint military operations. If a Soldier shoots it, drives it, flies it, wears it, or eats it, AMC provides it. The Command's complex missions range from development of sophisticated weapon systems and cutting-edge research to maintenance and distribution of spare parts.

b. The AMC reports included the following Major Subordinate Commands (MSC).

- (1) U.S. Army Sustainment Command (ASC), Rock Island, IL
- (2) U.S. Army Aviation and Missile Life Cycle Management Command (AMCOM LCMC), Huntsville, AL
- (3) U.S. Army Communications-Electronics Life Cycle Management Command (C-E LCMC), Fort Monmouth, NJ
- (4) U.S. Army Chemical Materials Agency (CMA), Aberdeen Proving Ground, MD
- (5) U.S. Army Joint Munitions Command (JMC), Rock Island, IL
- (6) U.S. Army Research, Development and Engineering Command (RDECOM), Aberdeen Proving Ground
- (7) U.S. Army Tank-automotive and Armaments Life Cycle Management Command (TACOM LCMC), Warren, MI
- (8) U.S. Army Security Assistance Command (USASAC), Fort Belvoir, VA
- c. Of these, RDECOM and TACOM LCMC comprise 51.62% of AMC's permanent and temporary workforce. The MSCs submitted separate fiscal year (FY) 2006 MD-715 reports to HQAMC and provided a brief executive summary for this command-wide report.

**Mission:**

The mission of AMC is to provide superior technology, acquisition support, and logistics to ensure dominant land force capability for Soldiers, the United States and our Allies.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**What we do:**

When you see a War fighter, you do not always see all the people who provide the technology, equipment and sustainment -- the parts and pieces that go into readiness for our military and our nation. However, we are there. A jet fighter flies overhead; it carries bombs that were made in an AMC ammunition plant. A Soldier crouched in the desert eating a combat ration; the Meal Ready-to-Eat was developed in an AMC research lab. Boxes of ammunition unloaded thousands of miles from their origin were produced in an AMC ammunition plant. A container filled with Cold War-era nerve agent, carefully placed on a conveyor will be destroyed by CMA. The storage and destruction of chemical weapons are managed at AMC depots. A Marine Corps tank engine overhauled was fixed in an AMC depot. A machine gun that spits out bullets with lightning speed, with links falling to the ground, was made in an AMC factory. All of these items are products of AMC.

**Location:**

AMC is headquartered at Fort Belvoir, Virginia and has over 149 locations worldwide to include 45 states and 38 countries. We employ over 53,000 civilian employees in highly specialized occupations such as engineering, logistics, contracting, and acquisition.

**Data Base Information:**

a. The workforce data was obtained from the Defense Civilian Personnel Database System (DCPDS). In DCPDS, each civilian employee has a master record reflecting over 15,000 characters of data. The database contains current, projected, historical position, and employee personnel management data, such as education level, work experience, current grade and step, awards history, projected training requirements, and completed training. Although, applicant pool data is currently being captured, we were unable to access the data for statistical purposes.

b. In July of 2006, the U. S. Army Field Support Command was divided forming two new MSCs: Army Sustainment Command and Joint Munitions Command. The data elements for the two MSCs were combined as of 30 September 2006; therefore, the data contained in both reports were the same.

c. The AMC FY 2006 report covered a workforce of 53,246: 52,172 permanent, 627 temporary, and 447 non-appropriated funds (NAF) employees. For statistical purpose, this report did not include NAF employees except in table A1 and B1, due to the instructions from the Equal Employment Opportunity Commission (EEOC). Therefore, other than as specifically noted, this report covered 52,799 employees. This report used the national Civilian Labor Force (CLF), relevant/occupational Civilian Labor Force (RCLF) and AMC workforce as the comparison tools.



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Summary of Workforce Analysis:**

a. The AMC workforce gained 1,278 employees from 51,968 in FY 2005 to 53,246 in FY 2006. Males represented 72.21% (38,127) and females represented 27.79% (14,672) of AMC's workforce. The participation rates for Hispanic, White, Black, and Asian females remained well below the CLF. However, females represented 43.74% (559) of incoming workforce within AMC. The barrier analysis team was unable to ascertain if there was a barrier preventing females from employment within the workforce. The data revealed that, of the top 10 major occupations within AMC, only three have a RCLF of over 34% female. By comparing AMC's workforce to the CLF, it showed our participation rates for females below the national average. The barrier analysis team concluded that the comparison to the national average was inaccurate because the AMC mission requires numerous occupations that had an occupational CLF heavily populated by males. For the FY 2007 report, AMC plans to utilize an occupational weighted CLF similar to that used by the Department of Veterans Affairs.

b. General schedule (GS) grades represented 53.96% (28,489), wage grade (WG) represented 30.22% (15,958), pay banding represented 15.64% (8,258), and Senior Executive Service (SES) and Scientific and Professional (ST) represented 0.18% (94) of AMC's workforce.

**Disability Workforce:**

a. AMC FY 2006 reportable disabled workforce, including NAF employees, totaled 3,222 (6.05%), an increase of 101 employees from FY 2005. There were 431 (0.81%) employees with disabilities identified by federal laws and regulations as having a target disability. This number represented a decline of 13 employees from FY 2005. AMC targeted disabilities participation rate was below the DOD wide goal of 2.00%, the federal high of 2.13%, and the federal average of 0.97%.

b. During the annual review, the barrier analysis team discovered that, as a Command, AMC was not utilizing Schedule A hiring authorities that might increase our participation rates. The Office of Equal Opportunity (AMCBE) met with personnel staff concerning the implementation of using Schedule A hiring authorities. Currently, AMC is drafting a command-wide policy recommending the use of Schedule A hiring authorities by senior leaders and managers to increase the representation in AMC.

**Senior Pay Level:**

Approximately 0.88% (470) of our workforce held senior pay level positions (GS-15 and above). Of those, 68 were SES, 26 were ST, and 376 were GS-15. There were no Hispanic, Black, Asian, or American Indian/Alaskan Natives (AI/AN) females in SES positions. Furthermore, the data revealed that all race and national origin participation rates, except for White males, were below our workforce CLF.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Occupational Groups (FED 9):**

- a. The occupational group data revealed that approximately 30.61% (16,162) of AMC's workforce was within the Officials and Managers occupational group. White and Asian males had a less than expected participation rate in the Officials and Managers occupational group. Furthermore, the data revealed that all remaining race and national origin participation rates were equivalent to our workforce CLF.
- b. Approximately 26.21% (13,839) of AMC's workforce was within the Professional occupational group. The data revealed that the White and Asian males' participation rates within the Professional occupational group was above their expected participation rate. The occupational group data revealed that Hispanic, White, Black and Asian females had a less than expected participation rate. The root cause of this was that Engineering comprised roughly 54.12% (7,489) of our Professional workforce and their RCLF averaged 90% male. In addition, Logistic Management and Information Technology Management occupations comprised 32.85% (4,546) of the Professional workforce and their combined RCLF was 66% male. These major occupations, with a high participation rate of males, caused a less than expected participation of females within the Professional occupational group.

**Grade distribution:**

- a. Grade distribution data revealed that approximately 47% (13,409) of the general schedule (GS) workforce was in grades 12 and 13. Of those, males represented 67.4% (9,038) and females 32.6% (4,371). Hispanic males had a less than expected participation rate in these grades and White males had a less than expected participation rate in grade GS-12. The majority of the GS targeted disabilities workforce was located in grade GS-12.
- b. The data further revealed that the majority of AI/AN workforce was located in grade GS-11. The barrier analysis teams reviewed our onboard data to determine what was causing the lower than expected participation of AI/AN in higher grades. The majority of our higher-grade positions were Engineering, Logistics Management, and Contracting. The RCLF for AI/AN in these positions was less than one percent. AMC's participation rate for AI/AN in these positions either equal or exceed their RCLF.
- c. Approximately 41.33% (6,433) of the wage grade (WG) workforce was in grades WG-8 and 10. Of those, males represented 93.18% (5,994) and 6.82% (439) was female. Hispanic males had a less than expected participation rate in grade WG-8 as compared to their representation within AMC's WG workforce. Hispanic male participation rate in grades WG-9 and 10 were well above their representation within AMC's WG workforce and this caused a less than expected participation rate in grade WG-8. The majority of the WG targeted disabilities workforce was located in grades WG-9 and 10.



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

d. White and Black females had a less than expected participation rate in grade WG-10. The data showed that the majority of White females were located in grades WG-5 and 8, while the majority of Black females were located in grades WG-5 and 7. Because the population for White and Black females within the WG workforce was so small, there was not enough data to conduct effective barrier analysis to determine if a barrier was impeding the representation of these groups within our WG workforce.

**Major Occupations:**

a. The major occupations data indicated that 38.33% (20,236) of our workforce was within our top ten major occupations. These occupations were Logistic Management, Miscellaneous Administrative and Program Management (MAP), Engineering, Contracting, Mechanics, Equipment Services, and Information Technology (IT) Management. Female participation rates within our major occupations were below expected participated rates in Equipment Services and MAP occupations. In addition, female participation within the Engineering, Logistic Management, Contracting, and IT were above their expected participation rates as compared to the RCLF.

b. Hispanic males had a less than expected participation rate within our Logistic Management, MAP, Contracting, and Mechanics occupations. White males had a less than expected participation rate within our Logistic Management, and Engineering occupations. The majority of employees with targeted disabilities were located in the Miscellaneous Clerk and Assistant (23) and Contracting (22) occupations.

**Promotion:**

a. The promotion data indicated that 8.62% (4,553) of the workforce received a promotion during the last 12 months. This number did not include AMC Fellows or employees in career ladder positions. White males represented 52.42% (27,682) of the workforce and 45.55% (2,074) of the workforce promoted. Black males represented 5.85% (3,090) of the workforce and 4.56% (208) of the workforce promoted. The barrier analysis team reviewed the promotion data for the top four major occupations (Engineers, Contracting, Logistic Management, and MAP). The data showed that the promotion rates for White and Black males were consistent with their representation within these occupations in AMC's workforce.

b. Targeted disabilities employees represented 0.8% (431) of the total workforce and 0.4% (23) of the workforce promoted. The data showed that the promotion rate was equivalent with their representation in the top four major occupations in AMC's workforce.

**Separation:**

a. The separation data indicated that 2.74% (1,447) of the workforce separated from AMC in FY 2006. Of those, 71.39% (1,033) were voluntary and 28.61% (414) involuntary. Black males

**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

had a higher than expected separation rate of involuntary employees. Black males represented 5.85% of the workforce and 8.69% of the involuntary separation workforce.

b. Individuals with targeted disabilities represented 1.1% (16) of employees who separated. Of those who separated, 56.25% (9) were voluntary and 43.75% (7) were involuntary. This data revealed that AMC lost employees with targeted disabilities at a greater rate than they were within our workforce. FY 2007, AMC will be looking at ways to retain and hire these employees.

### Hiring:

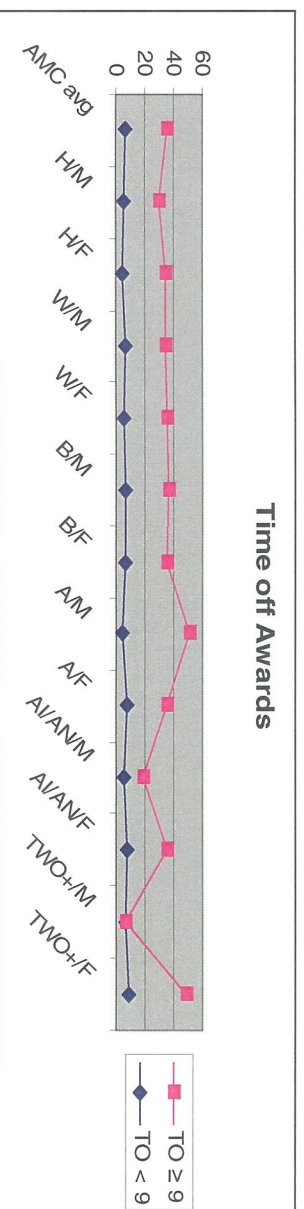
The hiring data showed that AMC hired 4,615 new employees in FY 2006. Of these hired, 73.69% (3,401) were male and 26.28% (1,213) were female (one individual did not identify gender). AMC hired 213 individuals with a disability and 15 with targeted disabilities. AMC had a less than expected hiring rate of Hispanic, White, Black, and Asian females in the Logistic Management, Equipment Services, IT, and MAP occupations. AMC was pleased that the above group of females hiring rate in our Engineering occupations was above the RCLF.

### Awards Program:

a. The awards program was broken down into three categories: time off awards, performance cash awards, and quality step increases (QSI). Time off awards were broken down by employees who received less than nine hours and employees who received nine or more hours. Performance cash awards were broken down by employees who received less than \$500 and employees who received over \$501.

#### b. Time off Awards

Of those employees who received a time off award of less than nine hours, Hispanic females and Asian males averaged two hours less than the command-wide average. Hispanic and AI/AN males averaged over 5 hours less than the command-wide average for employees who received a time off award of nine hours or more.

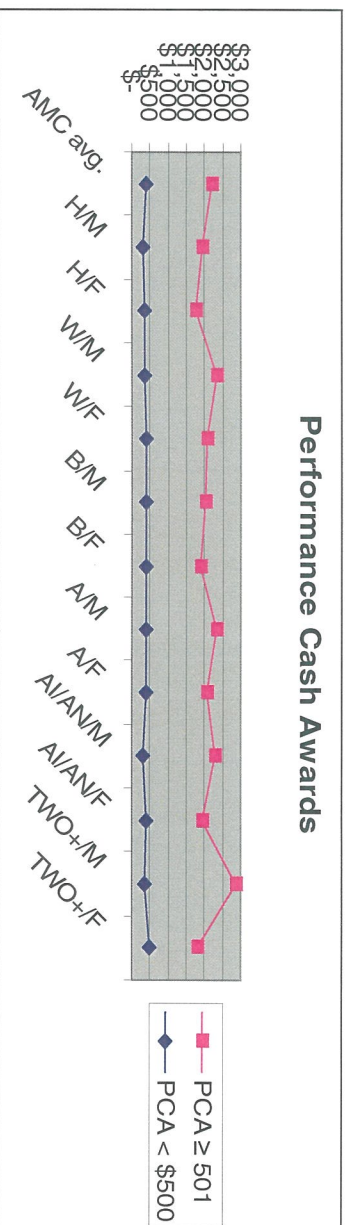




**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**c. Performance Cash Awards**

Hispanic and AI/AN males averaged over \$500.00 below the command-wide average of \$383.00 for employees who received a performance cash award less than \$500.00. For the performance awards greater than \$501.00, Hispanics, White females, Blacks, Asian females, and AI/AN females average was over \$150.00 below the command-wide average of \$1,819.



**d. QSI**

Of the AMC workforce who received a QSI during FY 2007, Hispanic and White males had a less than expected participation rate as compared to their availability in AMC.

**Model EEO Program:**

**Demonstrated commitment from agency leadership**

- a. **Strength:** EEO policy statements were communicated to all employees. Managers vigorously enforced agency EEO policy.
- b. **Deficiency:** AMC as a command was deficient because several of our MSCs failed to issue policy statements within the prescribed period. AMC did not conduct reasonable accommodation and EEO training. AMCEE will ensure that command-wide training on reasonable accommodation is conducted in FY 2007 once the Department of the Army's Equal Employment Opportunity/Civil Rights Office issues the new policy and procedures.

**Integration of EEO into the agency's strategic mission**

- a. **Strength:** EEO officials were involved during deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities and other workforce changes. AMC committed sufficient human resources and budgetary considerations to the EEO program to ensure successful operations. Statutory and regulatory EEO-related Special Emphasis Programs were staffed in accordance with the Department of the Army and federal guidelines.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

b. **Deficiency:** AMC did not have a centralized fund for non-computer/electronic equipment and services. The barrier analysis team will identify the funding with resource management during FY 2007. AMCOM did not have sufficient funding to ensure implementation of command's EEO action plans to improve EEO program efficiency and/or eliminate identified barriers. AMCOM will be working to overcome these deficiencies by FY 2008.

**Management and program accountability**

**Strength:** EEO officials advised and provided appropriate assistance to managers/supervisors about the status of EEO programs within each manager's area of responsibility. EEO officials coordinated with the development and implementation of EEO plans with all appropriate agency managers/representatives, including legal counsel, personnel, and finance. Legal and G1 (Personnel) met regularly with EEO officials to evaluate personnel programs, policies, and procedures for conformity with instructions contained in EEOC management directives and within federal guidelines.

**Proactive prevention of unlawful discrimination**

**Strength:** AMC made great advances in FY 2006 towards preventing discriminatory actions and barrier elimination to equal employment opportunity in the workplace. Command-wide EEO officials conducted analyses to identify and remove unnecessary barriers to employment. AMCEE will be working on all identified barriers in FY 2007.

**Efficiency**

a. **Strength:**

(1) In DCPDS, each civilian employee has a master record reflecting data objects. EEO officials utilize the Business Objects Administrative (BOA) system through licensing secured by Department of the Army's Equal Employment Opportunity/Civil Rights Office. AMCEE conducted training to command EEO officials on how to use the data system. The data sets, called universes, were divided into specific groupings: appropriated fund employees, non-appropriated fund employees, and local universes.

(2) The iComplaints universe has been added to this reporting group as an automated, Army-wide complaints tracking system. AMCEE currently has an effective complaint tracking and monitoring system in place aimed at increasing the effectiveness of the agency's EEO program.

b. **Deficiency:**

(1) There was no system in place for EEO to access the applicant data captured. The Department of the Army's Equal Employment Opportunity/Civil Rights Office is working to add applicant data fields in BOA by FY 2008.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

(2) In 44% of informal complaints, AMC did not provide timely EEO counseling within 30 days. In 75.58% of formal complaints, AMC did not complete investigations within 180 days. AMCEE will ensure that all EEO officials will monitor the process in a timely manner in FY 2007.

(3) Due to financial constraints, AMC had to defer FY 2006 EEO Program evaluations. Satisfactory resources have been provided to conduct effective evaluations of MSCs efforts to ascertain a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act, as amended for FY 2007.

**Responsiveness and legal compliance**

**Strengths:** AMC was in full compliance with federal EEO statutes and regulations, policy guidance, and other applicable written instructions with respect to our responsiveness and legal compliance.

**Summary of EEO objectives planned to eliminate identified barriers and to correct program deficiencies.**

a. The workforce grade level data revealed that Hispanic females have a less than expected participation rate within the GS-14 and above. In addition, the grade level data revealed that Black and White females have a less than expected participation rate in GS-13 and above as compared to their availability within the GS grades. The HQ AMC Operations and Training Branch of Personnel is developing a pilot program called Executive Leader and Development Program (ELEAD) to enhance AMC employee's professional development, promote opportunities for career success, and to encourage detailed successions planning. ELEAD will focus on GS-12 through GS-14 positions where most of our females employees are located. In addition, Synergistic Empowerment for Leader Management is being developed to transition GS-15 positions into the SES corps by the headquarters Operations and Training Branch of Personnel.

b. In the area of disability, AMCEE met with G1 to develop a policy recommending the use Schedule A hiring authorities. Schedule A hiring authorities allow managers and supervisors to non-competitively hire individuals with disabilities. Currently, G1 is in the process of drafting a command-wide policy recommending the use of Schedule A authority by senior leaders and managers.

**Summary of EEO plan action items implemented or accomplished.**

a. AMC provided educational employment opportunities for college and university students throughout FY 2006 utilizing the Student Employment Program, Student Career Experience Program, Student Temporary Employment Program, and the Federal Career Intern Program. Over 100 minority students were hired command-wide using these employment programs.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

b. The Always A Soldier Program manager (AASPM) focuses on the outreach and recruitment of disabled veterans by attending various career fairs and employment symposiums at locations across the country. The AASPM utilized outreach opportunities by attending local disabled veteran activities and sporting events. A weekly visit to Walter Reed Army Medical Center (WRAMC) allowed the program to support both the disabled veteran and the veteran's families and allowed program information to be disseminated throughout the medical center communities. The AASPM was represented by attending and speaking at various disabled awareness conferences, such as the Disability Awareness month seminar at Ft. Hood, Texas, October 17, 2006.

c. Beginning in September 2006, the Always A Soldier Program enhanced the relationship with the Army Wounded Warrior Program (AW2). The AW2 Program added the Always A Soldier Program website as a link on their website. By doing this, the Always A Soldier Program will be able to tap into the Army-wide database that AW2 gathered and expand our recruitment and outreach initiatives throughout the nation. The AASPM also collaborates with the Department of Defense (DOD) initiative, "Operation Warfighter". Through Operation Warfighter, DOD provides meaningful temporary work assignments throughout AMC and other federal agencies for wounded Soldiers. Veterans receive temporary assignments that enable them to explore their interests and abilities, develop job skills, and gain valuable federal government work experience that will help them in the future. These temporary positions have led to permanent positions for veterans within AMC. AMC utilizes these veterans, training, determination, and hard work ethic to allow the disabled veteran to stay in the fight and continue to serve the military after their active service is complete.

d. Since January 2005, AMC has hired twenty-three veterans through this program. AMC hired twelve in FY 2006.

e. AMCEE conducted barrier analysis on our AMC total workforce, disability workforce, Engineering occupations, Contracting, Logistic Management, and MAP occupations in FY 2006. The barrier analysis teams were comprised of career program managers and/or their representatives, G-1, legal and EEO. The four teams met biweekly to review separation, promotion, award, hiring, and grade distribution data.

## **Program Status for AMC-Wide Complaints and ADR**

### **a. Pre-Complaints**

(1) As of the end of FY 2006, there were 563 informal complaints initiated during the reporting period, which resulted in 234 (41%) formal complaints of discrimination being filed. This was a decrease of filings compared to FY 2005, in which over half the informal complaints filed resulted in a formal complaint of discrimination being filed. In forty-three percent (43%) of the informal complaints initiated in FY 2006, individuals either withdrew their complaints or decided not to pursue the process further. Twelve percent (12%) of the informal complaints



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

were settled (monetary and/or non-monetary) using Alternative Dispute Resolution (ADR). Four percent (4%) of the informal complaints were counseled beyond 90 calendar days. A complete analysis of ADR activity is provided later in this review.

(2) The data shows that 49% of the informal complaints were processed within regulatory timelines while 44% were processed untimely (15% of which were processed beyond 90 calendar days). There were forty-two (7%) informal complaints pending at the end of the reporting period.

**b. Formal Complaints**

(1) There were a total of 521 formal complaints during FY 2006, which was a 9% decrease compared to the total number of formal complaints reported in FY 2005 (596). Of the 521 cases, there were 57 cases remanded for processing by the EEOC, which stemmed largely from a decertified class complaint. It should be noted that 49 of the 57 cases remanded for processing in FY 2005 were settled this reporting period. Two hundred twenty-one (221) complaints were carried over from the last reporting period and 243 were newly filed this reporting period. Thirty-nine percent (39%) of the formal complaints were closed leaving 196 formal complaints on hand at the end of the FY 2006 reporting period. During the formal process, from the time of acceptance through closure of complaint, complaints processing exceeded regulatory time frames.

(2) The most prevalent bases reported during FY 2006 were Reprisal (18%); Age (15%); Race [Black] (15%); and Sex [female] (14%). The predominate issues claimed this reporting period were: Promotion/Non-selection 185 (20% based on Race [Black] and 14% based on Age) and Harassment [non-sexual] 112 (21% based on Reprisal and 14% based on Race [Black]. Compared to FY 2005, the same issues and bases were mostly claimed: Promotion/Non-selection 193 (Age (21%), Reprisal (18%) and Race [Black] (15%), and Harassment [Non-sexual] 74 (Reprisal (19%), Sex [female] (16%) and Age (15%)).

**c. Alternative Dispute Resolution**

There were 311 offers to participate in ADR during the informal process: 151 (49%) complainants declined to participate 160 (51%) accepted the offer to participate, and 29% were settled through ADR. During the formal process, there were 94 offers to participate in ADR: 22 (23%) complainants declined and 72 (76%) accepted, 81% resulting in a settlement and 13% resulted in no resolution.

**d. Monetary Payouts**

Total costs for ADR settlements with monetary benefits were \$6,050 during the informal process were \$6,050, and \$256,576 (includes \$3,500 attorney's fees) during the formal process. Total monetary payouts for cases closed during the formal process (does not include ADR

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

settlements) was \$527,946 (includes back/front pay, lump sum payments, compensatory damages and attorney's fees and costs).

**e. Investigative Costs**

There were 86 investigations completed during this reporting period: 14 (16%) that were timely investigated and 65 (75%) that were untimely investigated, and 7 (9%) completed investigations in more than 360 days. The total cost for investigations was \$442,559.

**Corrective/Plan of Actions**

a. HQ AMC continues to monitor the automated tracking systems to ensure MSC's are processing complaints timely. Some improvement has been noticed; however, this will be an on-going initiative to monitor MSC input to ensure accurate, complete data is entered into the automated system.

b. Review of ADR data shows that ADR is being offered at the informal and formal levels, but at a much lower rate than required by HQDA. It appears that when offered during the informal process, complainants are not accepting the offer. After ADR has been conducted, only half are resolved and closed. When ADR is offered during the formal process, resolution increases by 30%. Further analysis shows some inconsistencies of not only MSC input, but also with cases being processed by garrisons across AMC. Coordination with the Installation Management Agency's complaints manager is scheduled in January 2007 to come up with a uniform way to input records and subsequently train HQ AMC iComplaints managers and processors.

c. Further review reveals that promotion/non-selections and harassment (non-sexual) are the two most common complaints about across AMC. Training on harassment, not just prevention of sexual harassment, need to be an integral part of the EEO training, to include EEO training for managers/supervisors and employees. At HQ AMC, EEO training will be conducted beginning in the second quarter of FY 2007 and will include all aspects of EEO programs (i.e. Reasonable Accommodations, No Fear Act, Harassment and Prevention of Sexual Harassment, etc). Reprisal, Sex (Female) and Race (Black) are the bases most commonly claimed AMC-wide.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**AMCOM FY 2006 MD-715 BRIEF EXECUTIVE SUMMARY**

Overall, AMCOM's workforce is very diverse and comparable to the civilian labor force (CLF) of its headquarters and component geographical locales, except White, Hispanic and Asian females. AMCOM's current challenge is to recruit, maintain and develop a diverse workforce with the required core competencies (interpersonal and technical skills), particularly in the core mission areas of contracting and acquisition, supply management, material maintenance management, and wage grade crafts to replace employees who are eligible for retirement should they decide to do so within the next 10 years. However, because recruitment for wage grade skill crafts is locally, AMCOM does not believe that the national CLF data used in the Reporting System for wage grades is the appropriate comparator.

**a. Strengths:**

- (1) HQ AMCOM overall workforce of 8,391 is comparable to national CLF for men (particularly Hispanic men at 22.6%) of all RNO groups as well as for Black and American Indian women.
- (2) Representation of Individuals with Disabilities (IWD) at 7.3% compared to the Department of the Army 5-Year goal of 7%.

**b. Weaknesses:**

- (1) Representation of Individuals with Targeted Disabilities (IWTD) at 0.87% compared to the Department of the Army 5-year goal of 2.16%.

(2) Representation of women overall (and particularly White, Hispanic and Asian) at 26.3% compared to a national CLF of 48.8% is less than expected—although we do not believe national CLF to be the appropriate comparator.

**Model EEO Program Self-assessment.** AMCOM met 103 of 121 (85%) of the EEOC's MD-715 measures met, AMCOM still has considerable room for improvement in achieving a Model EEO Program.

**a. Strengths:**

- (1) Element C – Management and program accountability.
- (2) Element F – Responsiveness and legal compliance.

**b. Weaknesses:**

- (1) Element A – Demonstrated commitment from agency leadership.
- (2) Element B – Integration of EEO into the command's strategic mission.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

(3) Element D -- Proactive prevention.

(4) Element E. -- Efficiency.

**Action Plans:**

- a. Conduct mandatory Anti-Discrimination and Retaliation (No FEAR) training and continue to develop and conduct initiatives to address this perception as well as the overall organizational climate.
- b. Provide sufficient resources including staffing and systems for achieving a Model EEO Program including providing POEs quarterly reports, performing all required MD-715 analyses, and complete a Headquarters and a consolidated MD-715 report in a timely manner. Improve data accuracy and systems capability.
- c. Continue to acquire and retain a diverse workforce with particular focus on individuals with disabilities, Hispanics and Asians, utilizing the Minority College Relations Program, Leader Development Life Cycle Initiative and Strategic Workforce Transformation processes and plan alignment.
- d. Provide Staff Assistance to components LEAD and CCAD to assist in improving overall AMCOM EEO informal complaint processing time from 59% to 80% processed within the regulatory time frame, and increase the representation of women in the crafts.
- e. AMCOM's current and long-range challenge is to recruit, maintain and develop a diverse workforce with the required core competencies (interpersonal and technical skills), particularly in the core mission areas of contracting and acquisition, supply management, and material maintenance management to replace employees who are eligible for retirement should they decide to do so within the next 10 years.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**ASC FY 2006 MD-715 EXECUTIVE SUMMARY**

a. As of the end of Fiscal Year (FY) 06, the HQ, workforce for the Army Sustainment Command (ASC) included 788 employees. Of these, 782 (99.0 %) were permanent employees and were assigned to the Continental United States (CONUS) and located at the ASC headquarters in Illinois. ASC also has brigades at overseas locations in Germany, Iraq, Korea and Qatar, and in the United States at Fort Bragg, N.C.; Fort Hood, Texas; and Fort Lewis, Washington. A network of more than 60 battalions and logistical elements was dispersed around the globe to support individual units and geographic areas. The participation rates for Hispanics was well below the CLF.

b. During FY 06, the Army Field Support Command was split into two separate commands. Consequently, the ASC became a MSC under the AMC and became officially operational on 01 October 06, the first day of FY 2007.

c. With respect to employees with targeted disabilities (for which the Department of the Army [DA] has established a goal of 2.0% of the total workforce), the ASC workforce employed 10 persons, which constituted 1.26% of its total workforce.

**Action Plans.**

a. Managers and supervisors, along with G1, are currently developing EEO performance objectives regarding their commitment to agency EEO policies and principles. G1 standardized mandatory objectives as of FY 2006. ASC established and submitted a general harassment policy and a reasonable accommodation policy by Jul 06.

b. G-1 is developing a plan to obtain Federal Career Entry Program slots for Minority College recruitment. ASC will conduct semi-annual analysis and review for all directorates and visits to all large directorates and work with mentoring program officials.

c. Increase the use of the DoD centrally funded Workforce Recruitment Program for College Students with Targeted Disabilities as a recruitment source. Educate recruiters, managers, supervisors, Individuals with Disabilities Program Managers, and selecting officials to ensure they are aware of the special appointment authorities such as internships, Always a Soldier program, Schedule A, and other disabled veteran programs.

**Accomplishments.**

a. The ASC Historian mentored a minority female and a minority male during the year. The Historian also hosted a session during Women's Equality Month this year.

b. Two ASC Acquisition Center personnel are active members of the Minority College Relations Team. Two Student Career Entry Program (SCEP) students (both Black males) along with other students were recruited and are still working for the Center in FY 2006. Both students

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

have expressed interest in converting to the DA Intern Program upon graduation from college. The Acquisition Center also hired one Black male and one Black female through the Federal Career Entry Program. Two White females participated in the tuition assistance program. One Hispanic female and one Black male received developmental details with temporary promotions. One Asian female received a developmental deployment to South-West Asia. The Acquisition Center conducted a "lunch and learn" program on 5 October 2005 regarding structure and career development for the interns. All Acquisition Center supervisors/managers were required to review the MD 715 report on an annual basis. One employee's worksite was specially configured to allow him to stand at his computer station to accommodate his disability.

c. The Office of the Chief Counsel recruited a Black male through the AMC Fellows Program and one Black female attended a long-term training course, International Business Course. The Office of the Chief Counsel also participated in a visit to the local Association for Retarded Citizens of Rock Island County and provided information on doing business with our organization.

d. The Office of the Chief Counsel requires that all employees (to include supervisors) be mentors. The Chief Counsel is the champion for the Minority College Relations Team and the Mentoring Program.

e. Our Lean Six Sigma (LSS) directorate hired two minorities through the Fellows Program and hired a minority female to a 120-day assignment in their office. The LSS directorate have also converted a Hispanic fellow employee to a permanent position. The Director is a mentor for a Black female.

f. The ASC G1 attended 13 briefings/booths at Illinois and Iowa job service, local fairs, and community events for veterans in the area. The G1 has one Hispanic female FCIP student who has since graduated and is currently working within the organization.

g. These are just a few examples of the positive actions that the HQ, ASC has participated in as we follow the execution of the MD 715 and continue to advance in creating a Model EEO program for our Command.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**C-E LCMC FY 2006 MD-715 EXECUTIVE SUMMARY**

- a. The overarching mission of the C-E LCMC is to develop, acquire, test, field, and sustain effective, suitable, and survivable command and control, communications, computers, intelligence, surveillance and reconnaissance capabilities. The C-E LCMC, in collaboration with its Team C4ISR partner organizations, is a premier leader in research and development, acquisition, fielding and sustainment of the Army's command and control, communications, computers, intelligence, surveillance and reconnaissance systems.
- b. C-E LCMC is headquartered at Fort Monmouth, NJ and is comprised of the Program Executive Office Command, Control and Communications Tactical (PEO C3T), Program Executive Office Intelligence, Electronic Warfare and Sensors (PEO IEW&S), the United States Army Information Systems Engineering Command (USAISEC) headquartered at Fort Huachuca, AZ, Tobyhanna Army Depot (TYAD), at Tobyhanna PA, the Acquisition Center (AC), Software Engineering Center (SEC), Logistics and Readiness Center (LRC), Legal and the Chief of Staff Activities. Military and Civilian employees are geographically disbursed throughout the world.

**Workforce Analysis**

a. The C-E LCMC workforce worldwide includes 7,675 permanent, 40 temporary federal appropriated fund employees, and 83 non-appropriated fund employees located at TYAD. The permanent workforce includes the functional support centers and C-E LCMC staff agencies. Of the 7,798 employees, including appropriated and non-appropriated fund at C-E LCMC, there are 5,367 (68.82%) males and 2,431 (31.17%) females. The 2000 CLF average for males is 53.20%, which C-E LCMC surpassed by 15.62%. The 2000 CLF average for females is 46.80%, resulting in C-E LCMC being 15.63% below the CLF. A review of the statistical data revealed a decrease of white employees from FY 2005, which appears to be a direct result of unidentified employees being reported in the Two or More Races Group in FY 2006.

b. An analysis of individuals with disabilities revealed that of 7,798 employees in C-E LCMC, 7,205 (92.39%) individuals reported having no disability, 134 (1.70%) individuals did not identify a disability, 460 (5.89%) individuals identified a disability of some type, while 67 (0.85%) identified a targeted disability. There was an increase of 42 individuals with reportable disabilities and an increase of six employees with targeted disabilities. A TYAD employee was selected as the recipient of the DA Award for Outstanding Army Employee with a Disability for FY 2006.

c. Overall, statistical data indicated that C-E LCMC has a diversified workforce and this will continue by expanding recruitment efforts, employment opportunities, and career training and development.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Model EEO Program**

a. The Model EEO Program self-assessment was completed with input from personnel and coordinated with our legal office. Based on this assessment, the six essential EEO elements were met with areas for potential improvement. Policy letters and reasonable accommodations standard operating procedures were written, coordinated and disseminated. The Commanding General's proactive efforts additionally included developing the first locally produced on-line refresher prevention of sexual harassment (POSH) Training. The on-line refresher POSH will be available worldwide on the C4ISR Knowledge Center in FY 2007 for all supervisors and employees.

b. The Commanding General's model EEO program efforts for FY 2006 included the initiation of the first Command Climate Survey jointly conducted by the C-E LCMC EEO and Inspector General Offices. The survey integrated all of Team C4ISR and was electronically distributed to all employees worldwide, 30 May - 30 Jun 06. The survey measured attitudes on a variety of employment topics affecting successful accomplishments of the command's mission.

c. The EEO office provided guidance and assistance to Commanders, senior leaders and C-E LCMC employees on EEO matters, and assisted Team C4ISR upon request. For example, because of a special request from the Fort Monmouth Installation Commander, the C-E LCMC EEO Office provided a series of special sessions of EEO POSH training to a USA Garrison (USAG) Fort Monmouth Directorate.

d. During FY 2006, the Fort Monmouth Civilian Personnel Advisory Center (CPAC) conducted 43 recruiting trips to colleges, universities and job fairs on behalf of the C-E LCMC. Approximately 1,500 resumes were collected. Organizational representatives from the Communications and Electronics Research, Development and Engineering Center (CERDEC), Deputy Chief of Staff for Operations and Plans (DCSOPS), LRC, AC, SEC along with EEO, partnered with the Fort Monmouth CPAC during these trips in order to form a well-rounded, knowledgeable and diverse recruitment team. In order to maintain and enhance C-E LCMC's diverse employee population and support its MD 715 goals and action items, the Fort Monmouth CPAC recruited from numerous minority serving institutions including Delaware State University, Bowie State University, Howard University, Morgan State University and Coppin State University.

**Complaints Analysis**

a. There were 28 precomplaints initiated and 15 formal complaints filed during FY 2006. The major bases were race, age, reprisal. The major issue was promotion. This office has reviewed the complaints for trends and barriers. Although promotion was the most common issue, the complaints involving promotion differed significantly in their bases and organizational levels. POSH training was available throughout the reporting period. Records revealed that 92% of C-E LCMC employees, worldwide, were trained in FY 2006.



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

b. The Base Realignment and Closure (BRAC) 2005 decision to close Fort Monmouth and relocate elements of C-E LCMC to Aberdeen, Maryland and Fort Belvoir, Virginia will have a major impact on workforce demographics. A significant portion of our workforce will be eligible for the optional retirement and early retirement by the end of FY 2010. It is expected that the BRAC 2005 decision will accelerate retirements close to or at the time of the transition.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CMA FY 2006 MD-715 Executive Summary**

For Period Covering October 1, 2005 to September 30, 2006

The U.S. Army's Chemical Materials Agency (CMA) headquarters' management team, as well as scientific, communications and support staff, are based at the Edgewood Area of the Aberdeen Proving Ground in Maryland, while other dedicated managers and staff fulfill the agency's mission from weapons storage and disposal at locations across the country.

## **MISSION**

The mission of the US Army Chemical Materials Agency (CMA) is to enhance national security by eliminating chemical materiel to protect the workforce, the public and the environment to the maximum extent and fulfill national defense needs by providing specialized products and capabilities for our warriors and defenders through the efficient and effective utilization of resources.

## **WORKFORCE DEMOGRAPHICS AND ANALYSIS**

CMA overall workforce of 2,653 employees with 1,981 (74.67%) males and 672 (25.32%) females (4.83% Hispanic, 70.24% White, 15.33% Black, 0.67% Asian, 1.12% AI/AN and 7.61% Two or More Races) was comparable to national CLF average for males. Overall representation of individuals with disabilities was 6.33 and 0.6% for Individuals with a Targeted Disability.

## **COMPLAINTS ANALYSIS**

CMA EEO Office processed 35 complaints. Of the 35 complaints filed, 17 (48.6%) were informal and 18 (51.4%) were formal, one of which was a remand from a formal complaint filed in FY 2005. There were seven informal complaints and three formal complaints resolved using Alternative Dispute Resolution (Mediation).

## **STRENGTHS AND DEFICIENCIES**

### **a. Strengths:**

- (1) No FEAR Act training has been made available to the entire CMA workforce.
- (2) EEO office, CPAC, and Legal office work together to discuss employment issues.
- (3) CMA Agencies sponsor special events with noted speakers to enhance an appreciation of diversity in the workplace.
- (4) The ADR program is operational within CMA.



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**b. Deficiencies:**

- (1) Availability of collateral duty counselors.
- (2) Managers and supervisors are not very aware of the services provided by agency EEO offices.
- (3) Underrepresentation of individuals with target disabilities.
- c. In an effort to overcome the identified deficiencies, prevent potential deficiencies, and continue to maintain identified strengths, CMA intends to:
  - (1) Recruit and train more collateral duty counselors and further promote the ADR Process (Mediation).
  - (2) Develop and implement schedules for EEO Managers/Officers to meet with managers and supervisors quarterly.
  - (3) Provide documentation and training on the functions of EEO to the workforce yearly.
  - (4) Utilize DA programs in recruiting qualified individuals with target disabilities as well as utilizing CMA recruitment strategies for recruiting qualified individuals with targeted disabilities.

**CONCLUSION**

CMA continues to work toward maintaining a diverse workforce providing equal opportunity for the entire workforce. CMA will continue to educate the workforce to embrace diversity in FY 2007.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**JMC FY 2006 MD-715 BRIEF EXECUTIVE SUMMARY**

a. As of the end of FY 2006, the command-wide workforce for JMC included 4,694 employees. Of these, 4,666 (99.4 %) were permanent employees and were assigned to the Continental United States (CONUS) and located at the JMC headquarters in Illinois and with subordinate activities in Kentucky, Indiana, Utah, Oklahoma, Georgia, Florida, North Carolina, Washington, Texas, New York Colorado, Louisiana, Arkansas, and Kansas. In addition, some employees were assigned to subordinate activities Outside the Continental United States (OCONUS) and were located in Hawaii, Germany, Korea, and Italy. The participation rate for Hispanics, Blacks and Asians was below the CLF.

b. During FY 2006, the Army Field Support Command was split into two separate commands. Consequently, the Joint Munitions Command (JMC) became a Major Subordinate Command under the Army Materiel Command (AMC) and became officially operational on 01 October 2006, the first day of FY 2007.

c. With respect to employees with targeted disabilities (for which the Department of the Army [DA] has established a goal of 2.0% of the total workforce), the JMC workforce employed 34 persons, which constituted .72% of its total workforce. Consequently, although the percentage of JMC employees with targeted disabilities was unchanged from the end of the previous fiscal year, they represented slightly more than one-third (.36%) of DA's goal of 2.0%.

**Model EEO program**

a. Strength - Development of recruitment strategies that address under-representation through a recruitment plan.

b. Strength – A Personnel (G1) and EEO team has been established and is currently addressing recruitment strategy as a part of the plan in this report.

c. Strength - Senior leaders were tasked with reviewing Agency recruitment, retention, and advancement in their organizations and identifying any new barriers to equal opportunity. EEO provided data analysis of each directorate.

d. Strength – Through the Minority College Relations Program (MCRP), three students were hired for the summer of 2006 for a 10-week student internship. The MCRP is currently planning a DA/JMC Minority College Relations Program Workshop in the spring of 2007 contingent upon funding. Several students have been hired at Crane Army Ammunition Activity.

e. Strength – The JMC has partnered with BPX Technologies, Inc. BPX is a leading provider of intern program outreach to institutions of higher education with significant representation of all students to satisfy the White House Executive Orders directed at Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

f. Strength - G1 restructured a position description to accommodate a local veteran wounded in Iraq in support of the "Always a Soldier Program".

g. Deficiency – EEO officials were not always present prior to decisions regarding recruitment strategies, policy, etc.

**Accomplishments**

a. Managers and supervisors along with G1 continue to develop EEO performance objectives regarding their commitment to agency EEO policies and principles. G1 standardized mandatory objectives as of FY 2006. Established and submitted a general harassment policy and a reasonable accommodation policy by Jul 06 for JMC.

b. G-1 working a plan to obtain Federal Career Entry Program slots for Minority College recruitment.

c. Conducted semi-annual analysis and review for all directorates and visits to all large directorates. Worked with mentoring program officials.

d. Increased the use of the DoD centrally funded Workforce Recruitment Program for College Students with Targeted disabilities as a recruitment source. Educated recruiters, managers, supervisors, Individuals with Disabilities Program Managers, and selecting officials to ensure they are aware of the special appointment authorities such as internships, Always a Soldier program, Schedule A, and other disabled veteran programs.

g. The Munitions and Logistics Readiness Center, which is one of our larger directorates, works with the Veterans Administration and the Personnel Office and has obtained a disabled veteran in one of their offices. He will work 25 hours a week in the Operational Support Division and the VA will pay his salary. This is a training program for 6-7 months.

h. Our Office of the Chief Counsel recruited a Black male through the AMC Fellows Program.

i. Our Office of the Chief Counsel requires that all employees (to include supervisors) be mentors. The Chief Counsel was the champion for the Minority College Relations Team and the Mentoring Program.

j. Our Lean Six Sigma (LSS) directorate hired two minorities through the Fellows Program and hired a minority female to a 120-day assignment in their office. The LSS Directorate also converted a Hispanic Fellows to a permanent position. The Director is a mentor for a Black female.

k. These are just a few examples of the positive actions that the JMC has participated in as we follow the execution of the MD 715 and continue to advance in creating a Model EEO program for our Command.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**RDECOM FY 2006 MD-715 BRIEF EXECUTIVE SUMMARY**

- a. RDECOM is co-headquartered at Aberdeen Proving Ground, MD, and the Systems of Systems Integration, Fort Belvoir, Virginia, and has 10 sub-elements. The mission is to rapidly integrate, mature and demonstrate all emerging technologies to field the right equipment, in the shortest time, for our Soldiers.
- b. The Command's data was compared to the national Civilian Labor Force. The on-board civilian representation was 18.2% for all minorities, 26.7% females, 3.2% Hispanics, 6.4% Blacks, 8.0% Asians, 0.6% American Indians and 4.7% Individuals with Disabilities (0.7% with Targeted Disability).
- c. Within the major occupations, Electronics Engineer (GS 0855), Mechanical Engineer (GS 0830) minority, and female representation exceeded the national Civilian Labor Force. In the Electronics Engineer occupation, White females (6.6%) exceeded the CLF of 5.5%. Black males (4.3%) and Black females (1.4%) exceeded the CLF of 3.5% and 0.9%, respectively. Asian males (14.4%) exceeded the CLF of 10.5%. In the Mechanical Engineer occupation, White females (7.1%) exceeded the CLF of 5.1%. A review of high grades showed that females comprised 16.8% of the GS-13 level workforce; 14.8% of the GS-14 level workforce; 12.9% of the GS-15 level workforce. Minorities accounted for 24.9% of the GS-13 level workforce; 17.3% of the GS-14 level workforce; 9.4% of the GS-15 level workforce. Hispanics accounted for 4.7% of the GS-13 level workforce; 3.5% of the GS-14 level workforce; 0.9% of the GS-15 level workforce. Blacks accounted for 4.2% of the GS-13 level workforce; 4.9% of the GS-14 level workforce; 3.4% of the GS-15 level workforce. Asians accounted for 15.7% of the GS-13 level workforce; 8.4% of the GS-14 level workforce, 4.2% of the GS-15 level workforce. American Indians accounted for 0.3% of the GS-13 level workforce; 0.4% of the GS-14 level workforce, 0.9% of the GS-15 level workforce.
- d. Fifty-two percent or 6,972 employees are currently in Pay Bands. In DB/DJ/NH IV (equivalent to GS-14/15), females comprised 11.2%, an increase of 0.5% from previous year. Minorities accounted for 13.3%, an increase of 0.4%. Hispanics accounted for 2.5%. Blacks accounted for 3.5%. Asians accounted for 6.4%, an increase of 0.6%. American Indians accounted for 1.0%. In Pay Band DB/DE V (equivalent to GS-15 or above), there were 13 White Males, 3 White Females, and 1 Black Male. The numbers reflect a 12% decrease for White Males from previous year and a 12% increase for White Females.
- e. Of the 63 SES/ST personnel, females comprised 8.0%; Minorities accounted for 17.7%; Hispanics held 4.8%; Blacks filled 1.6%; and Asians comprised 9.7% of the positions, a decrease of 1.6% from previous year; American Indians accounted for 1.6%. No minority females had representation in the SES/ST ranks.
- f. Individuals with disabilities account for 4.7% (652) of the workforce. Those identified as having a Targeted Disability represent 0.7% (103), which is a 0.3% increase from the previous



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

year. Of the 13,782 employees (93.5%) were identified as having “No Disability”, 248 employees (1.8%) did not wish to identify their status.

**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**TACOM LCMC FY 2006 MD-715 BRIEF EXECUTIVE SUMMARY**

- a. Since the arrival of the new Chief of the Office of Equal Employment Opportunity on 2 May 2006, significant changes have been made to the overall EEO mission. The EEO Chief immediately met with top management and leadership; provided leadership, guidance and direction to the EEO staff; and scheduled Site Assistance Visits to subordinate sites.
- b. To improve the overall efficiency and effectiveness of the Management Directive 715 and Complaints program reporting requirements to Headquarters, Army Material Command, the EEO Office identified subordinate units' points of contact to ensure rollups for both programs. Measures were implemented to ensure subordinate units complied with TACOM LCMC consolidated rollups to Headquarters, AMC. Six command EEO policy statements were revised or established for the TACOM LCMC Commander's signature; two additional policy statements are planned.
- c. TACOM LCMC's EEO Office conducted a six-week barrier analysis 12 June 2006 – 23 August 2006. Quarterly briefings were scheduled with business heads to discuss complaints and statistical demographics of the workforce; training schedules were devised to provide command wide EEO training and emphasis on greater compliance with POSH (83%). The EEO office disseminates EEO Newsletters; the current article addresses issues of reprisal, alternative dispute resolution, and emergency preparedness for individuals with disability. The EEO office is involved in recruitment strategies with the Civilian Personnel Advisory Center and G-1.
- d. TACOM LCMC's EEO Office experienced a decrease in complaints on hand at the beginning of FY 2006, HQTACOM representing 15 (4%) and TACOM LCMC 60 (37%). The number of individuals counseled was 203 with 101 (50%) being counseled within the EEOC mandate of 30 days. A total of 42 individual participated in ADR with 14 (33%) being settled (1-monetary and 13-non monetary). To decrease the processing time frames, the EEO Office appointed seven new EEO collateral duty counselors FY 2006 with plans to train and appoint additional counselors in FY 2007. The EEO Office emphasized to subordinate units that counselings are to be conducted within 30 days and to increase the use of EEO collateral duty counselors. A standard operating procedure for EEO complaint processing was established with plans to implement at all subordinate sites.
- e. TACOM LCMC's EEO Office established six of nine different subcommittees under the command Special Emphasis Program to address issues and concerns for assigned employees and to improve the overall workforce environment. Emphasis is placed on subordinate units to ensure EEO programs are instituted at all sites.



**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**USASAC FY 2006 MD-715 BRIEF EXECUTIVE SUMMARY**

**Workforce.** Overall, USASAC's workforce is very diverse and comparable to the national civilian labor force (CLF).

a. Strength: In FY 2006, USASAC's overall workforce was 437 with 46.45% men and 53.54% women. Of those, Hispanic males represented 1.6 %, 1.14% were Hispanic females, 32.05% were White Males, 40.73% were white females, 7.32% were black males, 6.86% were black females, 1.37% were Asian males, 1.6% were Asian females, 0.22% (American Indian/Alaskan Native) AI/AN males, .45% AI/AN females, 3.89% Two or more males, and 2.74% Two or more females. Two or more category includes employees who have not identified their race or national origin.

b. Weakness: USASAC did not employ any Native Hawaiian/Other Pacific Islander (NH/PI) employees. Workforce data revealed Hispanics, White males, Asians, and Native Hawaiian or Other Pacific Islander were below CLF participation USASAC is in the process of forming a barrier analysis team to review actions and plans to ensure all barriers are corrected so that USASAC's workforce is at least equal to the CLF.

**Model EEO Program Self-assessment.** USASAC met 104 of 121 (86%) of the EEOC's MD-715 measures and is on track to establishing a Model EEO Program.

**a. Strengths**

- (1) Essential Element A – Demonstrated commitment from command Leadership (84%)
- (2) Essential Element B –Integration of EEO in the agency's strategic mission (97%)
- (3) Essential Element D – Proactive prevention (80%)
- (4) Essential Element F – Responsiveness and legal compliance (100%)

**b. Weaknesses:**

- (1) Essential Element C - Management and program accountability (60%)
- (2) Essential Element E – Efficiency (78%)

**Action Plans.**

a. USASAC is scheduling meetings with Human Resource, Legal, and Senior Management to participate on the barrier analysis team. Timetables are being developed to ensure this process. Bi-weekly meetings with the barrier analysis team will be scheduled to review personnel awards,

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

promotion, and employee development/training programs. The barrier analysis team will report results/recommendations to senior management.

b. USASAC has made great strides starting in the second quarter of FY 2006 to get its EEO program up and running. The command is committed to the prevention of discrimination and harassment. Actions have been put into place to eliminate barriers to equal employment opportunity in the workplace. The use of alternative dispute resolution has received full backing by senior management.

**Future Direction.** Policy letters have been signed and are in place for all employees to view. USASAC had not done trend and barrier analysis before, so efforts are being made to ensure this action is completed so that USASAC will have a better understanding of what corrections need to be made. USASAC is also on the BRAC list and will be moving to Huntsville, AL on or about 2008. This will open new avenues for a more diverse workforce.



EEOC FORM  
*U.S. Equal Employment Opportunity Commission*  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 Part F

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT PROGRAMS**

I, Jean W. James, Director, Office of Equal Opportunity, am the Principal EEO Director/Official for:  
U. S. Army Materiel Command.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

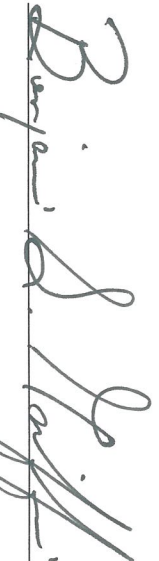
The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

  
\_\_\_\_\_  
Jean W. James  
Principal EEO Director

\_\_\_\_\_  
1/11/07  
Date







Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

  
\_\_\_\_\_  
Benjamin S. Griffin, General, USA, Commanding  
Signature of Agency Head

\_\_\_\_\_  
1/25/07  
Date





**EEOC FORM**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**715-01 PART G**  
**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**





<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
The Agency Head was installed on 11/5/2004. The EEO policy statement was issued on 5/5/2005. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.			X	AMC issued EEO policy statement within the prescribed period, but several of our Major Subordinate Commands (MSC) did not due to various reasons. Currently all MSCs have policy statements in place.
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X		AMC's policy is to reissue EEO Policy statement every two years when the Commanding General changes.
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that such behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X		New employee handbook
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X	Training scheduled for FY 2007
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X	see above answer
<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>			
<div> <div>  <b>Compliance Indicator</b> </div> <div>  <b>Measures</b> </div> </div>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<div> <div>  <b>Compliance Indicator</b> </div> <div>  <b>Measures</b> </div> </div>	<div> <div>Measure has been met</div> <div>Yes</div> </div>	<div> <div>Measure has been met</div> <div>No</div> </div>	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]	X		
Are the duties and responsibilities of EEO officials clearly defined?	X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X		

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**





If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.			X	Each subordinate reporting component has an EEO Office. The agency wide EEO Director provides oversight and guidance to the field EEO Offices.
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?			X	CMA and RDECOM do not comply with this measure.
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. A§ 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**





Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		AMCOM: HQ AMCOM EEO Officer has the authority but lacks sufficient funding. Neither funding nor authority is an issue at LEAD and CCAD.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		AMCOM: HQ AMCOM lacks sufficient staffing to ensure self-analysis of complaints as well as analyses of all workforce tables for both a headquarters and consolidated MD-715 Report by the suspense date.
Are statutory/regulatory EEO-related Special Emphasis Programs sufficiently staffed?				
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager, Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems?		X		AMC is unable to track applicant flow data. This is a HQ DA issue, which is not within the control of AMC. However, we understand this issue will be resolved during FY07.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		Yes, centralized funding by OSD for computer/electronic assistance and equipment. Other mechanisms are available for funding non-computer/electronic equipment and services at AMC.

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**





Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. A§ 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors with training and periodic updates on their EEO responsibilities:		X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		
to provide religious accommodations?		X		
to provide disability accommodations in accordance with the agency's written procedures?		X		
in the EEO discrimination complaint process?		X		
to participate in ADR?		X		
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> <b>This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</b>				
 <b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		AMCOM: HQ AMCOM and CCAD provide reports to management/supervisory officials annually and then as requested. HQ AMCOM not staffed sufficiently to provide regular reports more frequently. CCAD provides annually and as requested also.
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?				
 <b>Compliance Indicator</b>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b>				



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**





Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		
 <b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>				
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty/disciplinary action for each type of violation.		X		
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>				
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**





Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex, and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex, and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex, and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex, and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex, and disability?		X		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		
<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		Current tracking system does not permit analysis of applicant flow data. HQDA is working to correct the issue.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?			X	Yes, prior to FY 06; however due to financial constraints AMC had to defer FY 06 EEO Program. Program evaluations have been scheduled for FY 07.
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**









 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>		
	 <b>Measures</b>	<table border="1"> <tr> <th colspan="2">Measure has been met</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </table>		Measure has been met	
Measure has been met					
Yes	No				
Does the agency use a complaint tracking and monitoring system that allows identification of the location, status of complaints, and length of time elapsed at each stage of the agency's complaint resolution process?					
X					
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?					
X					
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:					
X					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?					
X					
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?					
X					
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>		
	 <b>Measures</b>	<table border="1"> <tr> <th colspan="2">Measure has been met</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </table>		Measure has been met	
Measure has been met					
Yes	No				
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?					
X					
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?					
X					
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?					
X					
Does the agency complete the investigations within the applicable prescribed time frame?					
X					
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?					
X					
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?					
X					
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?					
X					

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

Does the agency ensure timely compliance with EEOC AJ decisions that are not the subject of an appeal by the agency?		X		
 <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>		
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the effectiveness of its EEO programs.</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>		
Does the agency have a system of management controls in place to ensure the timely, accurate, complete, and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		Yes, except for applicant flow, which is a HQ DA Army system-wide issue. Informed that issue will be resolved during FY07.
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

 <b>Compliance Indicator</b>	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>			
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	X		AMC's labor counselor conducts legal sufficiency reviews, as well as represents the agency on all EEO matters.
Does the agency discrimination complaint process ensure a neutral adjudication function?	X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	X		
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 <b>Compliance Indicator</b>	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
 <b>Compliance Indicator</b>	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	
Does the agency have control over the payroll processing function of the agency?	X		DFAS
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?	X		While AMC does not have control over the payroll processing function, it has the ability and does follow-up to assure processing that ordered monetary relief is processed.
Are procedures in place to promptly process other forms of ordered relief?	X		
 <b>Compliance Indicator</b>	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		X	EEO Officers, EEO Managers and EEO Specialists. The performance standards are measured for completeness.

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	X		
Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**715-01 PART H**  
**EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2006 AMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.
DEFICIENCY:	EEO Program evaluations visits to MSCs were cancelled in FY 2006
OBJECTIVE:	Conduct EEO Program evaluations visits to MSCs during FY 2007
RESPONSIBLE OFFICIAL:	Director, EEO Office
DATE OBJECTIVE INITIATED:	10/2/2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/28/2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Prepare schedule of visits and coordinate dates with MSCs' EEO staff	11/30/2006
Coordinate program evaluations with AMCEE staff members.	12/29/2006
Visit MSCs	9/28/2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
EEO Manager has submitted a schedule of visit to MSCs for coordinates of dates with their commands.	

**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**715-01 PART J**  
**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals**  
**With Targeted Disabilities**

<b>Part I</b> Department of Agency Information	1. Agency	1. Department of the Army							
	1.a. 2 <sup>nd</sup> Level Component	1.a. Army Materiel Command							
	1.b. 3 <sup>rd</sup> Level or lower	1.b.							
<b>Part II</b> Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	%		
	Total Work Force	51968	100%	53246	100%	1278	2.45%		
	Reportable Disability	3121	6%	3222	6.05%	101	3.23%		
	Targeted Disability*	444	0.85%	431	0.8%	-13	-2.92%		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.								
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
2. <b>Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.									
<b>Part III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	4738	251	5.29%	24	0.5%	72	1.51%	4413	93.14%
4. Non-Competitive Promotions	0	0	0%	0	0%	0	0%	0	0%
5. Employee Career Development Programs	27033	1476	5.45%	170	0.62%	474	1.75%	25076	92.76%
5.a. Grades 5 - 12	35581	2360	6.63%	334	0.93%	576	1.61%	32639	91.73%
5.b. Grades 13 - 14	7966	401	5.03%	42	0.52%	141	1.77%	7421	93.15%
5.c. Grade 15/SES	407	18	4.42%	3	0.73%	8	1.96%	381	93.61%
6. Employee Recognition and Awards	0	0	0%	0	0%	0	0%	0	0%
6.a. Time-Off Awards (Total hrs awarded)	1963	131	6.67%	21	1.06%	34	1.73%	1797	91.54%



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

6.b. Cash Awards (total \$\$\$ awarded)	19246	1114	5.78%	159	0.82%	328	1.7%	17800	92.48 %
6.c. Quality-Step Increase	0	0	0%	0	0%	0	0%	0	0%
<b>EEOC FORM 715-01</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers	AMC is not using Schedule A hiring authorities. HQAMC is working with G-1/G-4 to draft command-wide policy recommending the use of Schedule A to the MSCs.								
<b>Part V</b> Goals for Targeted Disabilities	The goal for AMC is to increase our targeted disability participation by 13 employees.								

## Appendix A Definitions

- The following definitions apply to Management Directive 715:
- **Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background, or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on a Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time, and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** For the first time, EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) that assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.
- **The nine job category titles are:**



EEOC FORM  
*U.S. Equal Employment Opportunity Commission*  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- **Officials and Managers** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1) **Executive/Senior-Level**, (2) **Mid-Level**, (3) **First-Level**, and (4) **Other**. When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers, those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other**" contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other**" sub-category.
- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond salesworkers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- **Craft Workers** (skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

- **Operatives** (semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level that can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, tapping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.

- **Laborers** (unskilled) - Workers in manual occupations that generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurse aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.

- **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.

- **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.

- **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.

- **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by



**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Underrepresentation:** Result of conditions in which the representation of EEO groups is lower than expected.

**DATABASE NOTES**

1. The data for this report reflects the organization as of 1 October 2006. The HR database of record, the Defense Civilian Personnel Data System (DCPDS), was used to obtain the data. It is recognized that the HR database contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations.
2. Applicant pool dataset is not available, limiting conclusions on data tables.
3. Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "underrepresentation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the CLF. Conspicuous Absences refers to an absence of women and/or minorities.
4. Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with an "E" or "I", pay plan "ST" and some positions in the "AD" category. Data for Pay plan "EX" are excluded.

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

5. Because the HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum to the total Army workforce. This is especially true in the calculations for persons with disabilities. The reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on RNO groups, because of the variety of pay plans used in Army, do not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.



# U. S. Army Materiel Command



## DISABLED VETERANS' ACCOMPLISHMENT REPORT, FISCAL YEAR 2006 AND AFFIRMATIVE ACTION PLAN

Disabled Veterans Affirmative Action Program (DVAAAP)

## I. RECRUITMENT AND EMPLOYMENT METHODS

### A. Policy:

It is the policy of the U. S. Army Materiel Command (AMC) to provide reasonable accommodations to ensure equal employment in hiring, advancement, training, and treatment of veterans with disabilities. This policy ensures that no qualified individual will be denied the opportunity for advancement solely because of his or her disability. To support these goals, the Commanding General affirms our commitment to these principles and ensures that equal employment opportunity is the standard throughout AMC and that equal employment opportunity, to include disabled veterans, is a command program. Even though the Office of Equal Employment Opportunity has been designated with the program responsibility, the command serves as an advocate to make necessary changes to overcome barriers that restrict equal employment.

The designated Program Manager for the AMC Disabled Veterans' Accomplishment Report (DVAAAP) is the Individual with Disabilities Program Manager (IWDPMP). The IWDPMP for the DVAAAP is a high-level responsibility in the organization to foster effective implementation of all facets of the program. The Deputy Chief of Staff for Personnel (G-1/G-4) has primary responsibility for the development and coordination of activities that facilitate the recruitment, employment, advancement, and retention of disabled veterans.

**B. Recruitment Methods:** AMC uses various methods to recruit and employ disabled veterans including Veterans Recruitment Appointments (VRA) and the Always a Soldier (AAS) Program.

1. Use of the Veterans Recruitment Appointment (VRA) and special temporary hiring authority for veterans who are 30 percent or more disabled. Under the VRA authority, AMC appoints eligible veterans without competition to positions at any grade level through GS-11 or equivalent.
2. The AAS Program is an AMC-based initiative focused on assisting disabled veterans. The goal of the program is to provide continuing support to disabled veterans beyond their active-duty service. The AAS Program provides service-connected disabled veterans opportunities to seek employment, career advancement, and job mobility throughout AMC. To accomplish this goal, the AAS Program has collaborated with existing Army programs (Wounded Warrior Program, Disabled Soldier Services, and Army Community Service) and the Veterans Administration/Disabled American Veterans to market the program. The AAS Program has established formal partnerships with the Veterans of Foreign Wars, American Legion, Disabled Veterans of America, and the Paralyzed Veterans of America, to integrate Soldiers back into the AMC workforce.
3. AMC is committed under the purview of the AAS Program to partner with other existing Army Programs (Disabled Soldier Services, Army Community Service) and the Veterans Administration/Disabled American Veterans.



4. The thirty percent or more compensable disability program is used to non-competitively appoint a veteran with a compensable service-connected disability of 30% or more to a temporary appointment of more than 60 days or to a term appointment. The employee may be converted to a career or career-conditional appointment at any time during the employee's temporary or term appointment. This is typically the vehicle used to hire soldiers under the AAS Program.
5. Veterans' Employment Opportunity Act (VEOA) 1998. VEOA allows eligible veterans to apply and compete for positions announced under merit promotion procedures when the hiring agency is recruiting from outside its own workforce. Veterans selected under merit promotion procedures are given a career or career-conditional appointment.
6. The AMC will focus its energy towards initiating efforts to take advantage of non-competitive hiring flexibilities (i.e., working with individuals who are disabled and have a certification letter from the Department of Veterans Affairs who are eligible to apply to apply for non-competitive appointment through the Schedule A hiring authority).

## **II. METHODS USED TO PROVIDE OR IMPROVE INTERNAL ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.**

AMC requires each manager/supervisor to complete an individual development plan for upward mobility for each VRA hire. This development plan outlines competencies to be attained and formal courses that should be taken. AMC ensures that these competencies are attained through on-the-job training.

A main avenue to address issues is the Physically Able-bodied Challenged Employees (PACE) Committee at one of the U.S. Army Communications-Electronics Life Cycle Management Command's depots. This committee meets monthly and is co-chaired by the EEO Manager. In attendance are the Director of Public Works, a Union Official, the Personnel Director, a Safety Specialist, and any disabled employees (including veterans) who want to attend. The purpose of the committee is to identify issues and develop solutions for these issues that affect our disabled employees. Some of the problems identified and addressed are communication barriers, technology accessibility, and opportunities in the areas of training and promotion.

In compliance with the recent amendment of section 508 of the Rehabilitation Act, the U.S. Army Research, Development, and Engineering Command (RDECOM) has made its website accessible to disabled employees and has purchased voice recognition and vocalization software to ensure our disabled veterans are afforded every opportunity available to prepare them for advancement opportunities.

The U.S. Army Tank-automotive and Armaments Life Cycle Management Command uses our Disability Awareness Month as a means to promote issues, opportunities and concerns of and for the disabled community. Garrison managers and potential hiring officials regularly receive up-to-date information on employing disabled veterans via printed media, through annual employment workshops aimed at increasing opportunities for disabled employees, and the on-site Computer/Electronic Accommodation Program. Various workshops and briefings are conducted on "Resume Preparation" designed to assist personnel (uniformed and civilian) on how to prepare and submit electronic resumes on the automated system.



### **III. MONITORING, REVIEW AND EVALUATION OF ARMY COMMANDS/ FIELD OPERATING ACTIVITIES (FOA) AND INDEPENDENT REPORTING ACTIVITIES (IRA) PROGRAMS.**

The AAS Program is goal-oriented. To measure hiring success, AMC has established metrics for the command's Balanced Score Card and additional quarterly reporting requirements. The Headquarters AMC (HQ AMC) program manager stays in close contact with all MSC representatives to share resumes and remain abreast of information pertinent to the program and the wounded Soldiers. HQ AMC and each of the MSCs are accountable for assisting in the success of the program. The AMC commander is kept informed of new hires and program trends at all times.

The U.S. Army Aviation and Missile Life Cycle Management Command and depot EEO Offices review program accomplishments annually in conjunction with the annual planning cycle for AEP for hiring, placement and advancement of Individuals with Disabilities. Normally this occurs in November of each year.

The EEO office has established a DVAAP manager and subordinate DVAAP representatives to oversee DVAAP program. Part of the program manager's responsibility will be to oversee the needs, issues and concerns of individuals with disabilities and disabled veterans and monitor the workplace climate and accommodations in accordance with prescribed regulatory guidance. The Special Emphasis Program Manager will oversee subordinate units' DVAAP programs.

### **IV. PROGRESS IN IMPLEMENTING AFFIRMATIVE ACTION PLAN.**

The AAS Program focuses on the outreach and recruitment of disabled veterans by attending various career fairs and employment symposiums at locations across the country. The program was represented at the TRADOC Career Fair at Walter Reed Army Medical Center (WRAMC) on June 1, 2006; the Hiring Heroes Career Fair at WRAMC on June 21, 2006; the Hiring Heroes Career Fair on August 9, 2006, at Ft. Gordon, Georgia; and the Hiring Heroes Career Fair on September 19, 2006, at Ft. Sam Houston, Texas. The AAS Program utilizes outreach opportunities by attending local disabled veteran activities and sporting events. A weekly visit to WRAMC and Bethesda Naval Medical Center allows the program to support both the disabled veteran and the veteran's families and allows program information to be disseminated throughout the medical center communities. The AAS program is also represented by attending and speaking at various disabled awareness conferences such as the Disability Awareness month seminar at Ft. Hood, Texas, October 17, 2006. Additionally, there are web links set up on the AMC home page (<http://www.amc.army.mil/alwaysasoldier/>) for additional information and point of contacts.

Beginning in September 2006, the AAS Program has enhanced the relationship with the Army Wounded Warrior Program (AW2). The AW2 Program has added the AAS Program website as a link on their website. By doing this, the AAS Program will be able to tap into the Army-wide database that AW2 has gathered and expand our recruitment and outreach initiatives throughout the nation. The AAS Program also collaborates with the Department of Defense (DOD) initiative, "Operation Warfighter". Operation Warfighter provides meaningful temporary work assignments throughout AMC and other federal agencies for wounded Soldiers.



Temporary assignments are presented to veterans as a great employment opportunity to explore their interests and abilities, develop job skills, and gain valuable federal government work experience that will help them in the future. AMC utilizes these veterans' training, determination, and hard work ethic to allow disabled veterans to stay in the fight and continue to serve the military after their active service is complete.

The Civilian Personnel Advisory Center and RDECOM participated in the Hiring Heroes Career Fair at Walter Reed on June 21, 2006. Twenty-five applications were obtained and distributed to Army Research Laboratory managers throughout the organization. Interest has been expressed in three applications and job offers/temporary assignments are anticipated. The prospective positions are in Security and Logistics.

On July 24, 2006, the AAS Program Guide was released to the AMC workforce to assist in identifying roles and responsibilities associated with the program. The program guide was disseminated throughout the MSCs to allow the AMC community to have a working knowledge of the AAS Program goals and standards for both outreach and recruiting disabled veterans nationwide. Since January 2005, twenty-three veterans have been hired at AMC utilizing the AAS Program. Twelve have been hired in FY 2006.

AMC hired 4,150 employees in FY 06 and 9.93% were disabled veterans, including 5.49% with a disability of 30% or more. AMC promoted 4,721 employees in FY 06 and 7.69% were disabled veterans, including 4.07% with a disability of 30% or more. AMC continues to hire and promote disabled veterans at rates that exceed DOD goals.

The current AMC total workforce population is 52,616 with 3,450 (6.56%) being disabled veterans. This is an increase of 403 from FY 2005. AMC falls slightly below the DoD goal of 7%. Currently 1,740 employees are veterans with a service-connected disability of 30% or more. This number is 3.31% of the total workforce and is above the DoD goal of 2%.

**ARMY DISABLED VETERANS AFFIRMATIVE  
ACTION PROGRAM PLAN ACCOMPLISHMENT**

**REPORT - FY 2006**

**ARMY PROGRESS IN DVAAP IMPLEMENTATION**

**Analysis of Permanent Workforce – all serviced population: 35,953**

Categories	Total	GS/GM (1-12)	GS/GM 13+	Wage System	Pay Banding
Prior FY Disabled Veterans (DV)	3,047 8.57%	1,391 3.91%	410 1.15%	1,046 2.94%	200 0.56%
% Prior FY Representation					
Current FY Disabled Veterans	3,450 9.60%	1,619 4.50%	465 1.29%	1,122 3.12%	244 0.66%
% Current FY Representation					
Population Change	403	228	55	76	44
% Population Change*	13.23%	16.39%	13.41%	7.27%	22%

Categories	Prof	Admin	Technical	Clerical	Other	Blue Collar
Prior FY Disabled Veterans	222	1,239	284	55	197	1,046
% Prior FY Representation	0.62%	3.48%	0.80%	0.15%	0.55%	2.94%
Current FY Disabled Veterans	249	1,502	314	61	202	1,122
% Prior FY Representation	0.69%	4.18%	0.87%	0.17%	0.56%	3.12%
Population Change	27	263	30	6	5	76
% Population Change*	12.16%	21.23%	10.56%	10.91%	2.54%	7.27%

Categories	Total	30% DV GS/GM	30% DV GS/GM 13+	30% DV Wage System	30% DV Pay Banding
Prior FY 30% Disabled Veterans	1,461	735	198	443	85
Prior FY Representation 30% DV	4.11%	2.07%	0.56%	1.22%	0.24%
Current FY 30% DV	1,740	885	243	490	122
% Current FY Representation	4.84%	2.46%	0.68%	1.36%	0.34%
Population Change	279	150	45	47	37
% Population Change*	19.10%	20.41%	22.73%	10.61%	43.52%

\* Current year data ran on October 12, 2006 from Business Objects Application



**Annual Disabled Veterans Affirmative Action Program Plan for FY 2006  
(DVAAAP)  
Plan Certification -- FY 2007**

**IDENTIFYING INFORMATION**

**A. Name and Address of Organization**

U. S. Army Materiel Command 9301 Chapek Road, Fort Belvoir, VA 22060

**B. Name and Title of Designated DVAAAP Official  
(Include address, if different from above.)**

Terrian P. Hicks, EEO Manager, (703) 806-8669/DSN 656 - (703) 806-8864/DSN 656

**C. Name and Title of Contact Person  
(Include address, if different from above.)**


Terrian P. Hicks, EEO Manager, (703) 806-8669/DSN 656 - (703) 806-8864/DSN 656

**D. Name and Title of Principal EEO Official  
(Include address, if different from above.)**

Jean W. James, Director, (703) 806-8219/DSN 656 - (703) 806-8864/DSN 656

**CERTIFICATION:** I certify that the above named agency: (1) has a current Disabled Veterans Affirmative Action Program (DVAAAP) plan and the program is being implemented as required by 38 U.S.C. §4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

**COMMANDER'S SIGNATURE**

 DATE 2 Nov, 06

BENJAMIN S. GRIFFIN  
General, USA  
Commanding